

DOI Work Activity 80: Plan IT Investments

Program Area:	Indirect Cost
End Outcome Goal:	Not applicable
Intermediate Outcome:	Not applicable
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Plan IT Investments (DOI Work Activity 80) is to be used when planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes.

Reporting under this activity correlates to the planning component of IT investment Development/Modernization/Enhancement reporting for individual investments, systems, or projects planned in the Exhibit 300 and parts 1, 2 or 4 of the Exhibit 53 and the Pre-Select and Select Phases of the Capital Planning and Investment Control (CPIC) Process. **CPIC and Project Management program costs should be reported under DOI Work Activity 84 - Perform Capital Planning and Project Management.**

Use Plan IT Investments (DOI Work Activity 80) for:

- Analyzing requirements based upon, but not including the costs of, business process re-engineering. Assessing and planning for requirements unique to this IT investment, including necessary policy and procedures, information/data, security, architecture, and infrastructure
- Determining project feasibility
- Project management and planning directly related to an IT development, modernization, and major enhancement
- Evaluating hardware and software options and methods
- Performing life cycle costs analysis and planning
- Performing a cost benefit analysis by assessing the benefits, risks, and risk-adjusted life-cycle costs of alternative solutions
- Determining organizational impacts of the IT investment and alternatives
- Coordinating with customers, stakeholders, and users on the IT investment
- Establishing realistic cost, schedule, and performance goals before either proceeding to full acquisition of an IT investment or useful segment or terminating the investment or a legacy system
- Development and submission of all capital planning and investment control documents for IT investments in the Preselect and Select phases of the Capital Planning and Investment Control (CPIC) process

Planning includes all preparatory activities required to achieve specific goals through an acquisition. Information gathering activities may include market research of available solutions, engineering and design studies, and prototypes. Depending on the nature of an investment, one or more planning segments may be necessary.

Plan IT Investments (DOI Work Activity 80) includes the Integrated Project Team (IPT) FTE, government and contractor personnel, supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff for the local office performing the previously mentioned functions.

This work activity is NOT to be used to report CPIC or project management program costs that are to be reported under DOI Work Activity 85 - Perform Capital Planning and Project Management. All aspects of planning for IT Security are to be reported under DOI Work Activity 83 - Secure IT. Do not

use this work activity for costs planned in part 3 of the Exhibit 53.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

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